

HART LEARNING & DEVELOPMENT

APPRENTICESHIP VACANCIES – KEY INFORMATION FORM

Vacancy details	
Vacancy title	Business Administrator Assistant
Employer name	Bishop's Hatfield Girls' School
Employer address	Woods Avenue, Hatfield, AL10 8NL
Contact name	Simon Atkinson
Contact number	01707 282059
Contact email	satkinson@bishophatfield.herts.sch.uk
Website Address	www.bishophatfield.herts.sch.uk
Number of employees	115

Job description
<i>Please list 5-7 main objectives of the apprentice's role</i>
<ul style="list-style-type: none"> • Provide administrative assistance to the school business manager • Maintain school staff records • Update the school MIS system • Assist with queries from staff, parents, pupils and 3rd parties. • Help to organise and run school events • Provide information to school staff and management when required • Undertake general office administration • Support other office staff members where required

A little bit about your company
<i>What do you do? How big are you and where do you operate? How would you describe your values and culture?</i>
<p>Bishop's Hatfield Girls' School has over 900 pupils on roll including the Sixth Form. We are fully committed to our values of teamwork, respect, honesty, trust, kindness and ambition. In February 2016 the school successfully completed its sixth OFSTED inspection and was graded OUTSTANDING. The school has recently benefited from a total rebuild on the same site. Staff development is a key priority and the school Admissions' Code gives priority places to children of staff.</p>

The bits your apprentice needs to know:	
Vacancy location	Hatfield, AL10
Working week	Monday to Friday
Number of hours <i>(minimum 30 per week)</i>	30 – 37 hours pw
Start & finish time	08:00 to 16:00
Hourly wage <i>(Minimum £4.30 p/h for those aged under 19 and/or aged 19+ in the first year of their apprenticeship. Otherwise normal NMW applies.)</i>	£5.00 per hour. Increase to be considered at 6 month review
Proposed start date	1/9/21 - or earlier if possible so induction can be carried out before term starts

Qualifications required	GCSEs including Grade 5 or above in GCSE Maths and English
Skills required <i>(Things they know or can do - please list up to 5)</i> <ul style="list-style-type: none"> ■ Good level of numeracy and literacy ■ IT skills – Email, Google applications and Microsoft Office ■ Good communication skills ■ Work under pressure ■ Have a 'can do' attitude ■ Confidence to deal with senior staff 	Qualities required <i>(Key values and behaviours - please list up to 5)</i> <ul style="list-style-type: none"> ■ Common sense ■ Polite, courteous and punctual ■ Organised and able to prioritise ■ Able to communicate with staff, pupils and visitors ■ Attention to detail ■ Willingness to learn ■ Pride in good work ■ Ability to concentrate on detailed tasks

Future prospects

(How might their career develop with you during and after their apprenticeship?)

This role offers a strong foundation to progress to a level 4 apprenticeship or to a permanent business administration role in a school or other professional environment.

Reality check

(Is there anything the apprentice should be aware of? Outdoor work, need own transport etc?)

A professional approach is essential including being neat, punctual and respectful. The job is based in an office of 10 friendly staff who will be older and more experienced and so this is a great learning opportunity. Much of the work will be computer-based.

Occasionally, hours will change or additional hours may be required due to events or staff absence.

Additional questions or requirements - optional

(Is there anything else that is really important to you?)

It is important that you are keen to be part of a team whilst being responsible for delivering your own tasks. You need to be able to follow and remember instructions, organise your own diary reminders and deliver on routine processes as well as ad hoc tasks. We take safeguarding of pupils extremely seriously and the selected candidate will receive appropriate training.

The school would welcome applications with A levels looking to gain a business qualification.

To apply please use this link -

<https://www.getmyfirstjob.co.uk/search/details/138356/1/advanced-apprenticeship/business-and-administration/hatfield/business-administration-apprentice>